

Professional and Managerial Branch
Miscellaneous Professional Group

SENIOR GRANTS PLANNER
11/91

Summary

Under direction, performs advanced professional work in the planning, development and implementation of grant funded physical, economic, and social programs; and, performs related duties as required.

Typical Duties

Plans and supervises work related to Community Development and grants planning and implementation; researches federal, state and private funding sources to determine the availability of grants; analyzes the feasibility of applying for grant programs; plans, organizes and develops program designs and budgets for grant proposals and project implementation; participates in budget negotiations with funding sources; prepares City Council Resolutions and supporting documents for grant applications and project contracts; provides technical assistance to City staff and subrecipients for the implementation and administration of grant programs; plans and conducts public hearings; analyzes recommendations on grant applications received from public and private nonprofit agencies; provides technical assistance to citizen committees for the review of grant proposals and funding requests; administers and monitors subrecipient contracts for grant-related activities; represents the Department before boards and committees, at meetings of public and private nonprofit agencies, and before representatives of the news media; compiles and analyzes Census information and other socioeconomic data; supervises and trains assigned personnel; maintains records and prepares reports; conducts property acquisition analyses and negotiations.

Minimum Qualifications

Training and Experience: Completion of a Bachelor's Degree in Public Administration, Business Administration or a related field and five years of professional experience in community planning, grants administration, or project management; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of the principles, practices and techniques of planning, research or program administration; considerable knowledge of budgeting techniques; and good business management principles.

Ability to understand and interpret regulations, contracts, manuals, and proposals affecting grant-projects; to communicate both orally and in writing; and to maintain effectual relationships with fellow employees; public officials, agencies, and the general public both individually and in groups. Ability to supervise assigned personnel.

Physical Requirements: Mobility within an office and field environment; operation of a motor vehicle through City traffic.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent license issued by another state.

Director of Personnel

Department Head